

SUMMER AND WINTER BREAK DEPARTMENT CHAIR

*Summer work may not exceed 10 days in total
Winter Break work may not exceed 5 days in total*



ACADEMIC
PERSONNEL

For more information go to: [CFA-Academic Affairs Agreement](#)

Payment form is to completed upon commencement of the work

TO BE COMPLETED BY HIRING DEPARTMENT

Form Completed By :		Phone Number :	
Employee Name:		Empl ID:	Empl Rec #:
Department Name:		Department #:	

Appointment

Summer Work			<i>Daily Rate provided by Academic Personnel</i>	
	May	Number of days worked in this month	May Daily Rate	
	June	Number of days worked in this month	June Daily Rate	
	July	Number of days worked in this month	July Daily Rate	
	August	Number of days worked in this month	August Daily Rate	
		Total Days Worked in Summer		

Winter Work			<i>Daily Rate provided by Academic Personnel</i>	
	January	Number of days worked in this month	January Daily Rate	
		Total Days Worked in Winter		

DISTRIBUTION OF LABOR COST – Complete if using account other than department operating funds

Account	Fund	Finance Dept.	Project/Grant	Amount to be Paid	% of distribution
601100					
601100					

Program / Class / Comments:

TO BE COMPLETED BY EMPLOYEE

Print Name:	Date:
Signature:	

TO BE COMPLETED BY HIRING DEPARTMENT APPROPRIATE ADMINISTRATOR

Print Name:	Date:
Signature:	

ACADEMIC PERSONNEL USE ONLY

Approved and Keyed into PeopleSoft:	Date:
-------------------------------------	-------

This document will be filed in the faculty member's Personnel Action File